



State of Nevada – Department Of Personnel

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
SENIOR CORRECTIONAL OFFICER	32*	D	12.513
CORRECTIONAL OFFICER	31*	D	12.515
CORRECTIONAL OFFICER TRAINEE	29*	D	12.516
CORRECTIONAL ASSISTANT	26	D	12.517

SERIES CONCEPT

Positions allocated to this class series maintain and supervise inmates in State correctional facilities in a controlled humane environment.

Conduct regular and unscheduled head counts of inmates during active hours in cell blocks, dormitories, work details, or training activities and telephone control center in order to give accurate physical counts according to established procedures; fill out and turn in appropriate forms to control centers and/or to supervisor.

Control, direct, and monitor activity and movement of inmates within a specified area (line movements, showers, recreation or game room, dining area, housing units, segregation and/or special management units) to ensure security and safety of inmates, staff and the public by instructing the inmates, ordering and disciplining them.

Coordinate, direct and instruct inmate work crews and evaluate inmate work to ensure proper completion of work and take appropriate action or report to supervisor.

Monitor and control inmates during transport to work assignments, classes, medical appointments, and court hearings using proper restraints and transport tactics.

Intervene in and control acts of negative behavior and violence in order to maintain security and safety of inmates and staff and the public by instructing inmates and by using physical force such as restraints, firearms, or other devices as required following prescribed procedures and guidelines.

Conduct visual surveillance of security perimeter and monitor vehicle and foot traffic entering and leaving facility in order to detect abnormal or suspicious activity, to detect inappropriate behavior and to maintain safety and security of inmates, staff and the public and the institution/facility.

Inspect persons and articles before admission to the institution/facility by operating metal detector, x-ray machine, and/or hand scanner in order to ensure proper authorization for entry into the facility/institution in accordance with established procedures.

Perform random and specific search and inspection of inmates and visitors (clothed and unclothed searches) to prevent the introduction of contraband into the facility.

Search inmate housing, buildings, institution/facility, physical plant, supplies and inmates' personal property for weapons and contraband by following institutional procedures and guidelines.

*** Reflects a 1-grade, special salary adjustment authorized by the 2001 Legislature to improve recruitment and retention.**

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SERIES CONCEPT (cont'd)

Maintain proper use, control, and accountability of keys, caustic and flammable material, tools, dangerous kitchen utensils, and equipment by following established procedures in order to maintain the safety and security of inmates, staff and the public.

Inspect keys and locks for damage and check windows, bars, doors, gates, fences, walls, fire suppression equipment, and ceilings for damage or possible breach of security in order to maintain safety and security of the institution/facility, inmates, staff and the public according to established procedures and guidelines.

Operate appropriate State vehicles that include transportation vans and standard vehicles which require a Nevada Class C driver's license to transport inmates and patrol fences.

Write reports pertaining to occurrences that require action by supervisors and incident or disciplinary reports detailing incorrect inmate behavior, violation of institutional/facility rules and regulations.

Process institution/facility and inmate mail and packages; collect, inspect and distribute mail in accordance with institutional/facility procedures and guidelines.

Brief supervisors and relief staff regarding institutional occurrences and areas of concern in order to be aware of a situation or to take appropriate action.

Monitor assigned area such as culinary, hallways, bathrooms, and inmate rooms and take action when necessary to maintain established sanitary, health and safety standards.

Operate communication devices such as two-way radio and telephone to convey information among personnel and to refer callers to appropriate divisions.

Complete inmate movement sheets to show current location of inmates.

Answer questions of inmates and visitors concerning rules, regulations and procedures of the facility.

Perform related duties as assigned.

CLASS CONCEPTS

Senior Correctional Officer: Positions allocated to this class, under general supervision, perform the full range of duties described in the series concept. In addition, Senior Correctional Officers serve as lead- workers for lower level correctional staff by assigning and reviewing work and by providing on-the-job training. Senior Correctional Officers assist lower level personnel in verifying duty logs at the end of the shift, review misconduct reports submitted by lower level personnel for completeness and accuracy before submittal to higher level officers and assist the Sergeant in supervising the work of correctional staff in the safe custody, discipline and welfare of inmates on an assigned shift.

Correctional Officer: Positions allocated to this class work under the general supervision of a Senior Correctional Officer or other higher level officer and perform the full range of duties described in the class series. This is the journey level class in this series.

Correctional Officer Trainee: Positions allocated to this class, under close supervision of a higher officer, receive structured classroom and on-the-job training and perform most of the duties described in the series

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CLASS CONCEPTS (cont'd)

Correctional Officer Trainee (cont'd)

concept. This level provides for semi-automatic progression to the next higher level in this series upon satisfactory completion of the required twelve-month probationary period and approval of the appointing authority.

Correctional Assistant: Positions at this level perform a variety of limited duty, entry level assignments which do not require Peace Officer Standards and Training (P.O.S.T.) certification. In addition to training and orientation to the field of corrections, incumbents will receive physical conditioning training to enable them to meet the physical fitness requirements set forth by P.O.S.T. Incumbents may be progressed to the Correctional Officer Trainee class upon meeting the minimum qualifications and with the approval of the appointing authority.

MINIMUM QUALIFICATIONS

SPECIAL NOTES AND REQUIREMENTS:

- * As a condition of employment, pursuant to NRS 284.4066, all positions in this series have been identified as affecting public safety. Persons offered employment in this series must first submit to a pre-employment screening test for controlled substances.
- * Pass strict annual physical examination in accordance with Nevada State Prisons Standards and to meet requirements of the provisions of the Heart/Lung Bills.
- * Candidates for the Correctional Officer Trainee, Correctional Officer and Senior Correctional Officer must meet current P.O.S.T. requirements as established in the Nevada Revised Statutes and Nevada Administrative Code.
- * Must possess and maintain a valid driver's license throughout employment.
- * An Associate's Degree in corrections, criminal justice, or a closely related field may be substituted for six months of the required journey level experience.

SENIOR CORRECTIONAL OFFICER

EDUCATION AND EXPERIENCE: One year of journey level experience as a correctional officer in an adult correctional institution which included certification as a peace officer under P.O.S.T. or its equivalent; **OR** one year of experience as a Correctional Officer in Nevada State service; **OR** an equivalent combination of education and experience. (*See Special Notes and Requirements*)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: institutional rules, regulations, policies and procedures; security concepts, principles and practices; basic preliminary investigative techniques. **General knowledge of:** security principles and practices; the principles and tactics governing the use of force. **Knowledge of:** basic mathematics. **Ability to:** assign duties and delegate responsibilities; listen to complaints and problems and to make decisions or take action; read, understand and follow instructions; communicate orally and in writing; work with individuals of varied ethnic backgrounds; work and remain calm in stressful situations; identify problems before they jeopardize the safety of inmates, staff, and/or institutional security; conduct body and area searches; visually inspect areas for compliance with institutional rules; identify maintenance problems and/or safety hazards which require maintenance crew attention; supervise and manage disruptive and non-disruptive inmates; participate in activities such as foot patrol, standing for long periods of time, inmate escape searches, etc. **Skill in:** unarmed self-defense techniques; operating communications equipment such as two-way radio, telephone switchboard, and public address

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MINIMUM QUALIFICATIONS (cont'd)

SENIOR CORRECTIONAL OFFICER (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (cont'd)

equipment; operating motor vehicles; the use of firearms, restraints, and security devices; *and all knowledge, skills and abilities required at the lower levels.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Basic knowledge of: supervisory techniques; public relations concepts. **Proficiency in:** the use of all security equipment. **Ability to:** provide training to lower level staff. **Skill in:** supervising and monitoring the work of subordinate staff.

CORRECTIONAL OFFICER

EDUCATION AND EXPERIENCE: One year of experience as a correctional officer at the journey or trainee level which included certification as a peace officer under P.O.S.T. or its equivalent; **OR** one year of experience as a Correctional Officer Trainee in Nevada State service; **OR** an equivalent combination of education and experience. (*See Special Notes and Requirements*)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

General knowledge of: the principles and tactics governing the use of force. **Knowledge of:** basic mathematics. **Ability to:** read, understand and follow instructions; communicate orally and in writing; work with individuals of varied ethnic backgrounds; work and remain calm in stressful situations; conduct body and area searches; visually inspect areas for compliance with institutional rules; identify maintenance problems and/or safety hazards which require maintenance crew attention; supervise and manage disruptive and non-disruptive inmates; participate in activities such as foot patrol, standing for long periods of time, inmate escape searches. **Skill in:** unarmed self-defense techniques; operating communications equipment such as two-way radio, telephone switchboard, and public address equipment; the use of firearms, restraints, and security devices; *and all knowledge, skills and abilities required at the lower levels.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Working knowledge of: preliminary investigative techniques; security concepts, principles and practices; institutional rules, regulations, policies and procedures. **Ability to:** identify problems before they jeopardize the safety of inmates, staff, and/or institutional security.

CORRECTIONAL OFFICER TRAINEE

EDUCATION AND EXPERIENCE: High school graduation or equivalent education and two years of work experience; **OR** an equivalent combination of education and experience. (*See Special Notes and Requirements*)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Knowledge of: basic mathematics. **Ability to:** read, understand and follow instructions; communicate orally and in writing; participate in activities such as foot patrol, standing for long periods of time, inmate escape searches, etc. **Skill in:** operating motor vehicles; *and all knowledge, skills and abilities required at the lower level.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

General knowledge of: the principles and tactics governing the use of force. **Basic knowledge of:** institutional rules, regulations, policies and procedures; security concepts, principles and practices; preliminary investigative techniques. **Skill in:** working with individuals of varied ethnic backgrounds; working with inmates and remaining calm in stressful situations; unarmed self-defense techniques;

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MINIMUM QUALIFICATIONS (cont'd)

CORRECTIONAL OFFICER TRAINEE (cont'd)

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (cont'd)

identifying problems before they jeopardize the safety of inmates, staff, and/or institutional security; conducting body and area searches; visually inspect areas for compliance with institutional rules; identifying maintenance problems and/or safety hazards which require maintenance crew attention; supervising and managing disruptive and non-disruptive inmates; operating communications equipment such as two-way radio, telephone switchboard, and public address equipment; the use of firearms, restraints, and security devices.

CORRECTIONAL ASSISTANT

EDUCATION AND EXPERIENCE: High school graduation or equivalent education and one year of work experience. *(See Special Notes and Requirements)*

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Ability to learn: the basic principles and practices of maintaining security in a correctional facility; unarmed self-defense techniques; body and area search procedures. **Ability to:** participate in strenuous physical conditioning training; actively work toward meeting P.O.S.T. minimum standards for appointment; establish cooperative working relationships with coworkers; understand and follow oral and written instructions or directions.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

(These are identical to the Entry Level Knowledge, Skills and Abilities required for Correctional Officer Trainee.)

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This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

	<u>12.513</u>	<u>12.515</u>	<u>12.516</u>	<u>12.517</u>
ESTABLISHED:	6/29/73	1/1/69	1/1/61	10/4/00PC
REVISED:	1/8/75	7/1/69	8/1/66	
REVISED:	2/26/76	1/17/72	1/17/72	
REVISED:	6/24/77	6/29/73	6/29/73	
REVISED:	8/15/78-3	1/8/75	2/26/76	
REVISED:	8/29/79-3	2/26/76	8/15/78-3	
REVISED:	1/7/83-3	8/15/78-3	5/30/79-3	
REVISED:	5/17/85-3	1/7/83-3	1/7/83-3	
REVISED:	8/6/87-3	4/13/84-3	4/13/84-3	
REVISED:	7/1/91P	9/27/84-3	9/27/84-3	
	7/6/90PC			
REVISED:		5/17/85-3	5/17/85-3	
REVISED:		8/6/87-3	8/6/87-3	
REVISED:		7/1/91P	3/3/89PC	
		7/6/90PC		
REVISED:			12/14/89-3	
REVISED:		7/1/91P		
		7/6/90PC		
REVISED:	11/15/91PC	11/15/91PC	11/15/91PC	
REVISED:	10/4/00PC	10/4/00PC	10/4/00PC	
REVISED:	1/1/01LG	1/1/01LG	1/1/01LG	
REVISED:	7/1/01LG	7/1/01LG	7/1/01LG	7/1/01LG